MCL

MED CENTER LABS

LABTRACK ONLINE

Step-by-Step Procedures

Table of Contents

Cover Page 1
Table of Contents 2
LabTrack On-Line Requirements 3
Website 4
Dashboard 5
Doctor 6
Resident 7
Order Labs 11
1. *Ordering Routine Labs* *11*
2. *New Patient Orders* *15*
DC Order 17
Results 19
Reports 21
1. *Test Ordered* *21*
2. *Open Orders* *22*
3. *Standing Orders* *22*
4. *Today's Orders* *23*
5. *Infection Control* *23*
6. *Infection Map* *24*
Admin 25
1. *New Users* *25*
2. *Build Infection Control Map* *26*

LabTrack On-Line Requirements

Software requirements

a. You should have one of these browsers.

Internet Explorer

Google Chrome

Safari

Mozilla Firefox

b. You need to have **Adobe Flash Player 10** or newer.

c. You also need **Adobe Reader X** or newer.

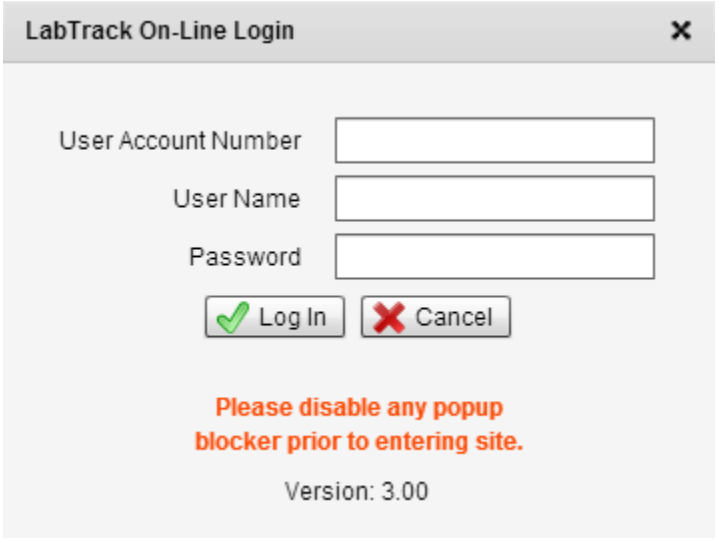
Website

How to Login

Visit our website at **https://www.medcenterlabs.com/** and click on “CLICK HERE TO LOGIN”.

LabTrack On-Line™
Get Results, Order Tests, Schedule Tests, Add Residents and Doctors
Click here to Login
CLICK HERE TO SETUP NEW USERS
Did you know you can add your own users?
Call 800.661.4490 to get started.

LabTrack On-Line Login

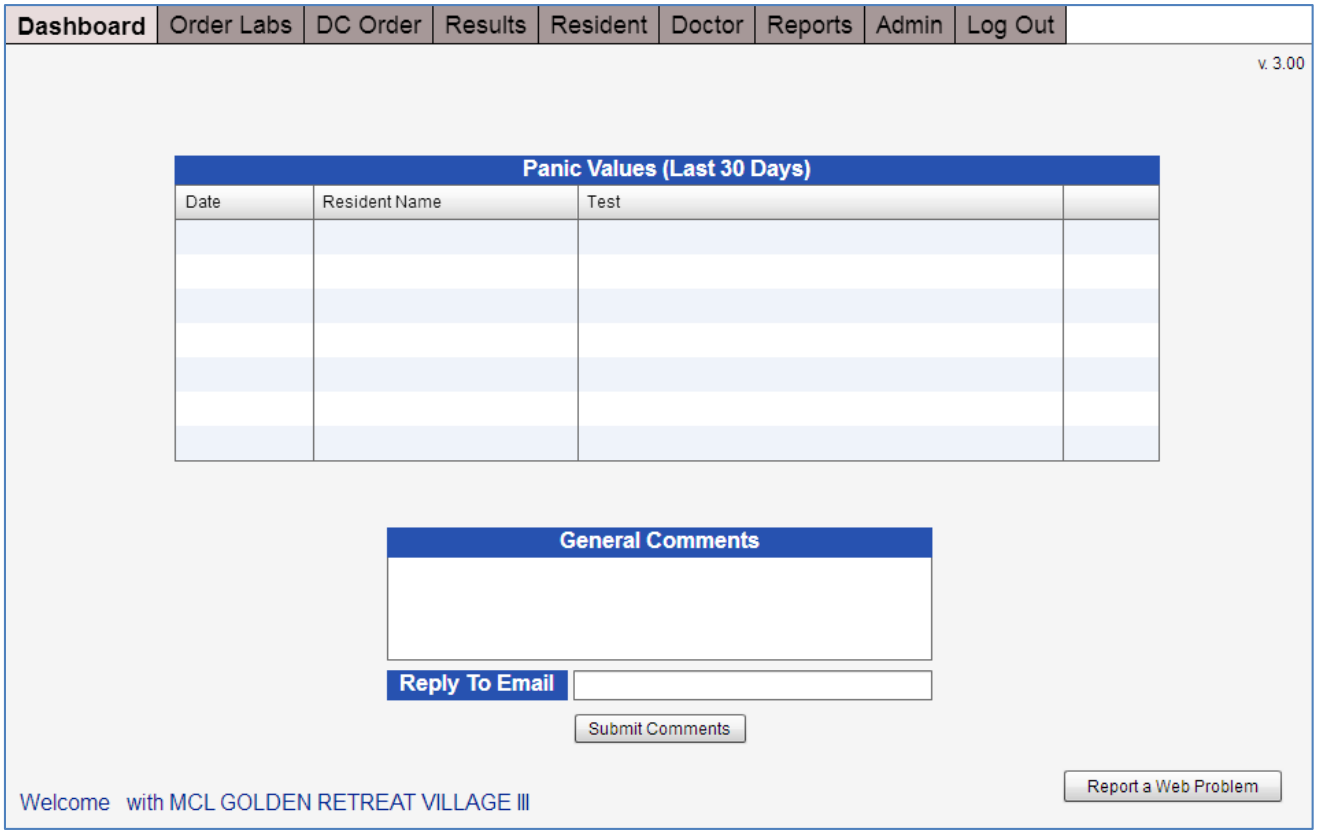


Every home has a User Account Number just like the one used to see results.

Type you User Account Number, User Name and Password or talk to you administrator to acquire one.

Dashboard

Latest Panic Results



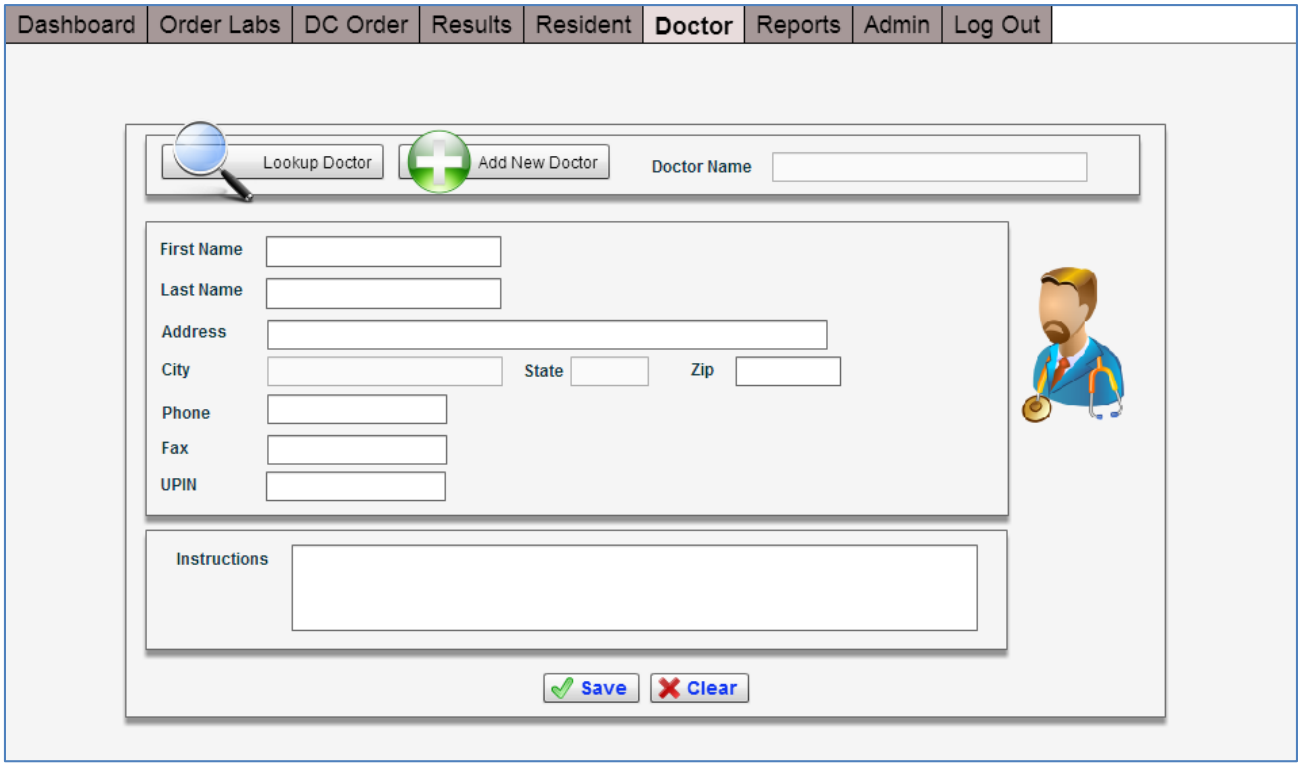
The first tab you see when you login is the “Dashboard” tab. Dashboard is a place where you can see panic values results for the last 30 days.

Under General Comments you can include a comment about any issues regarding patients and results.

In this tab, you can also comment on any changes you would like to include on the following software versions of LabTrack Online as well as any observations you have on the current version by clicking on the Report a Web Problem button.

Doctor

Physicians Information



The "Doctor" tab is where you will be adding new doctors from your facility.

To add a new doctor, press the

button on the top of the screen and the cursor will automatically move to the first blank (First Name). Complete all the blanks on the screen and when you are finished, press the

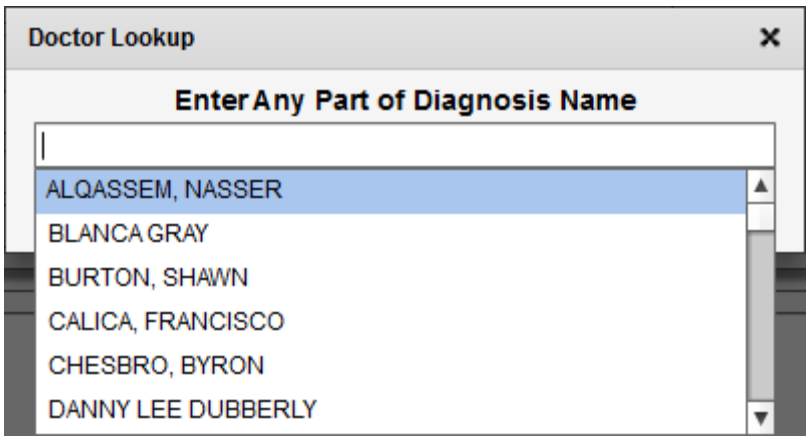
button.

To cancel the new doctor entry, you can press the

button and everything will be cleared.

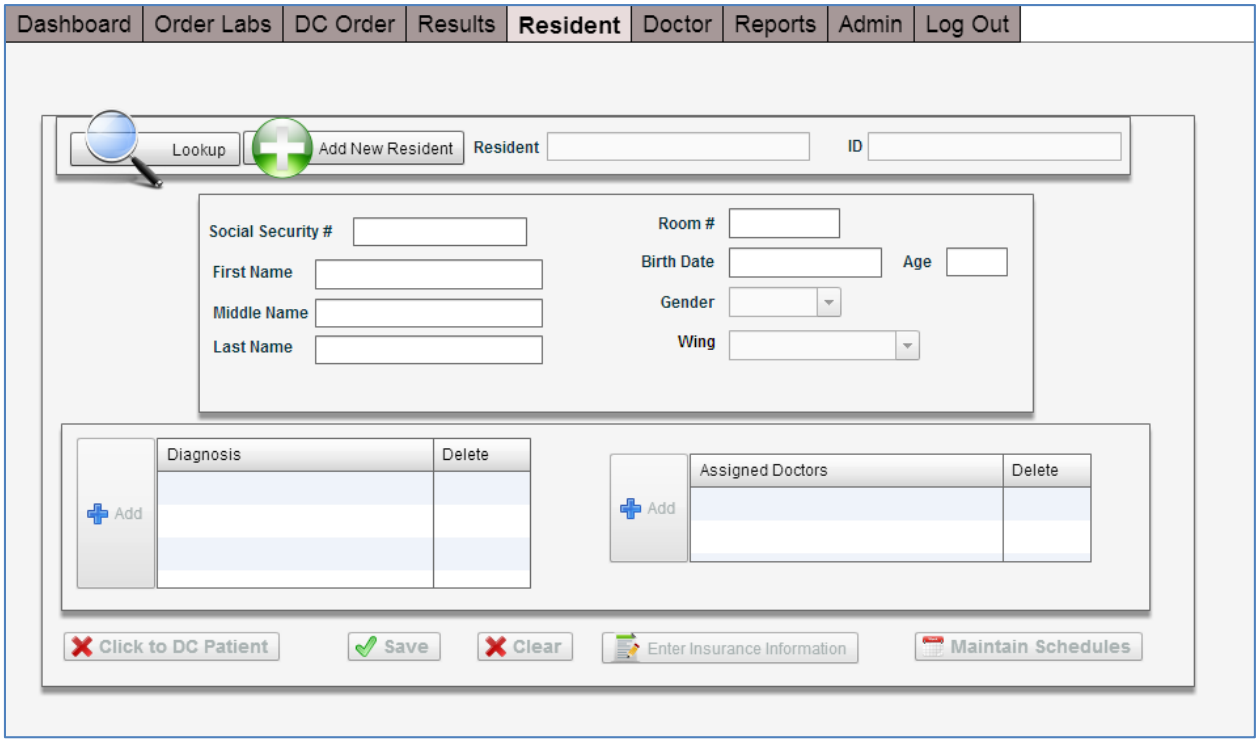
To lookup a Doctor, press the

button, and search the doctor by Last Name, First Name or simply scroll down.

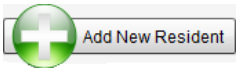


Resident

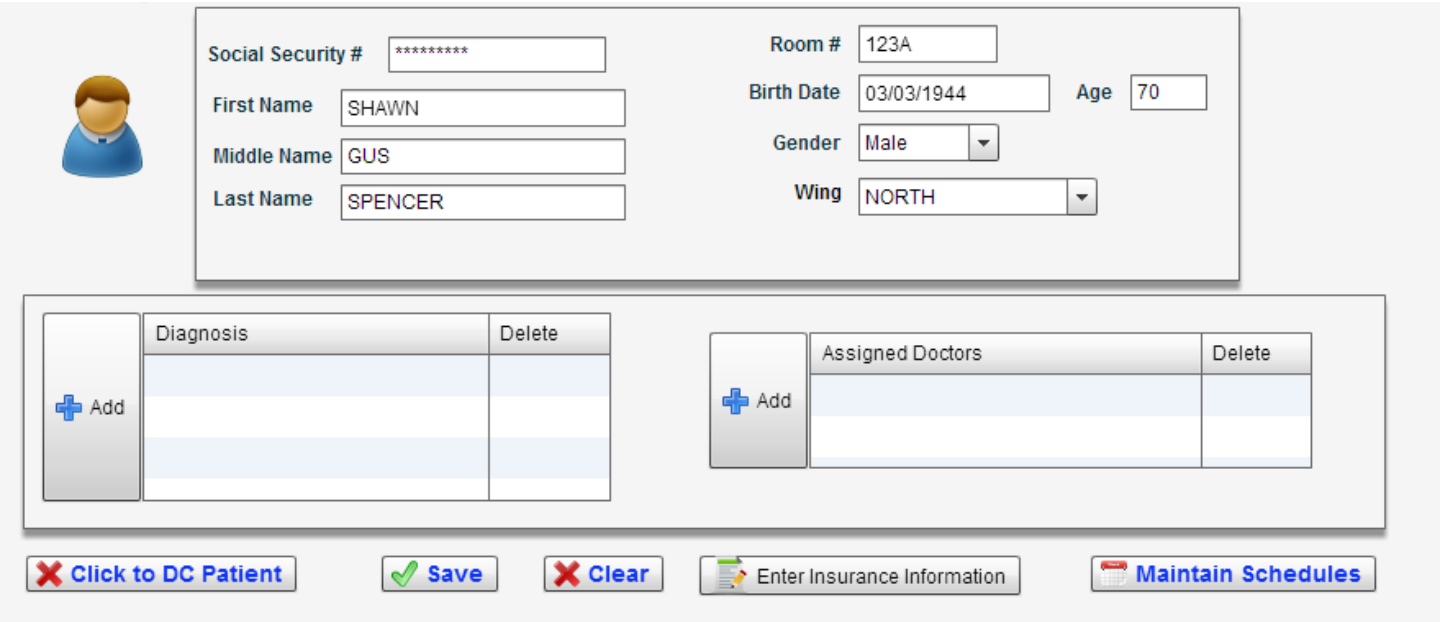
How to Login



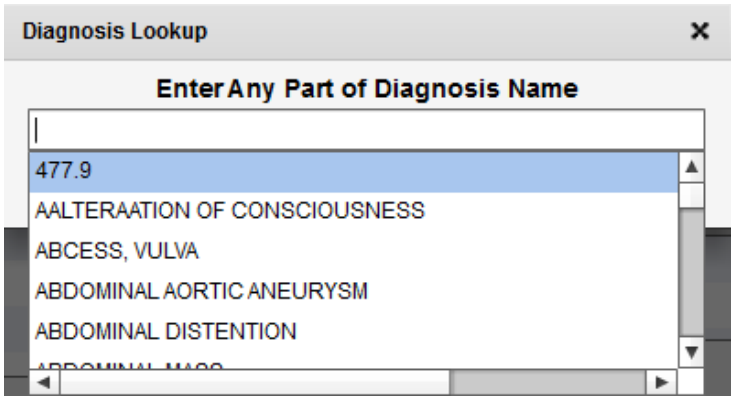
The "Resident" tab is where you will be adding new residents from your facility.

1. To add a new resident, press the 

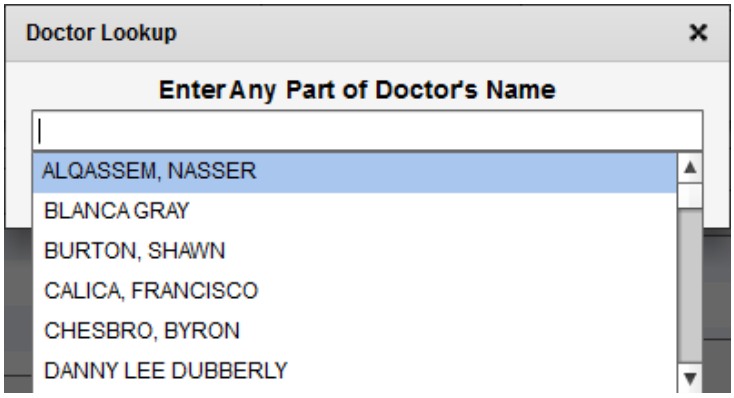
button on the top of the screen and the cursor will automatically move to the first blank (First Name).



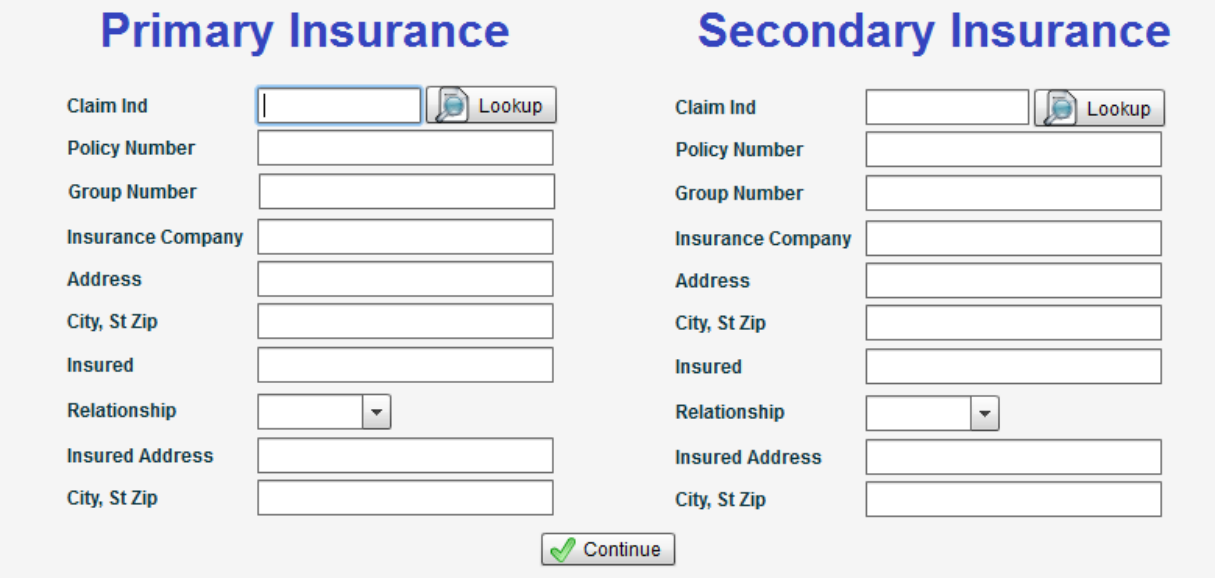
2. After you have added the patient's information, click on the Add button to add a diagnosis and a doctor to that patient.



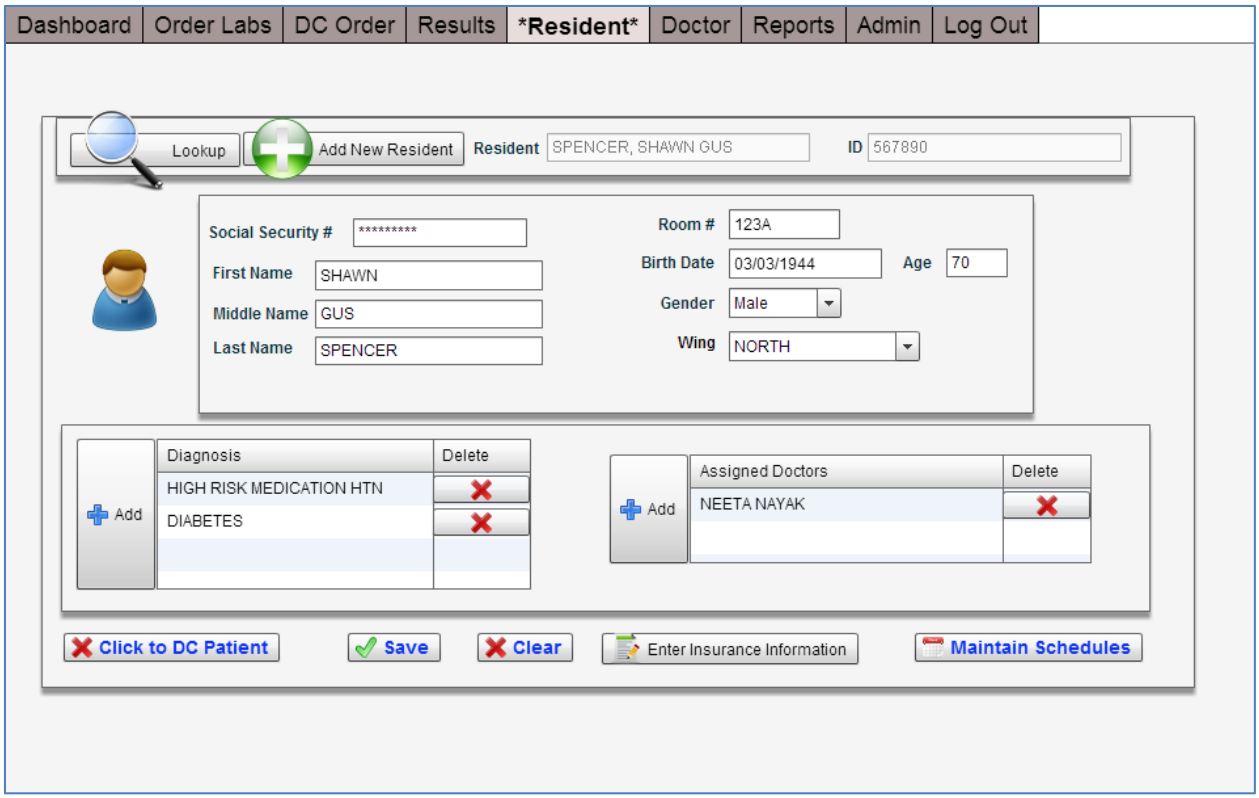
3. To add a Diagnosis, type any part of the diagnosis name or scroll down through all the tests. If you have more than one diagnosis for a patient, simply press the Add button again, and add more diagnosis codes. If you want to remove a wrong diagnosis, just press .



4. To add a Doctor, type any part of the doctor's name or scroll down through all the doctors. If you have more than one doctor for a patient, simply press the Add button again, and add more doctors. If you want to remove a wrong doctor, just press .
5. After adding the diagnosis and doctor it is very important you press Enter Insurance Information to add the patient's Insurance Information.



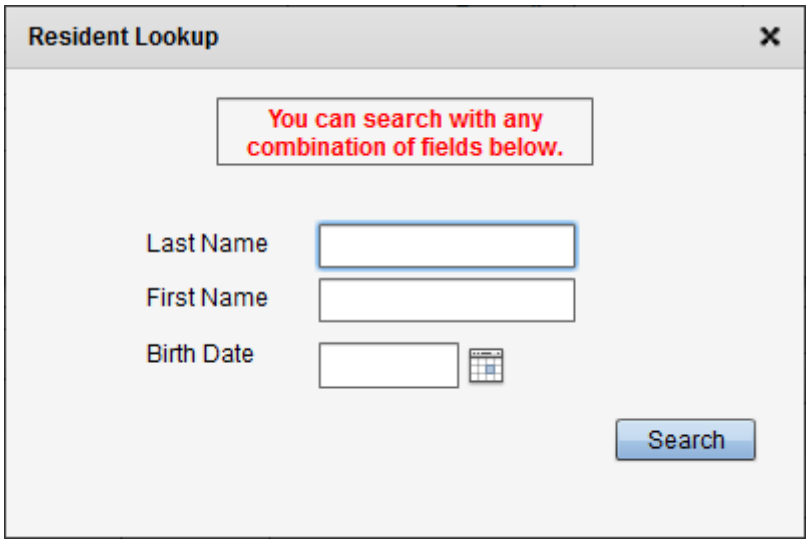
6. Complete all the information above and when you are finished, press the Continue button.



7. Complete all the information above and when you are finished, press the Save button.
8. To cancel the new resident entry, you can press the Clear button and everything will be cleared.

9. To lookup a resident, press the

button, and search the resident by Last Name, First Name, and Date of Birth or simply press search and scroll down through all the patients.



10. If you wish to see all of the patient's schedules, click on the

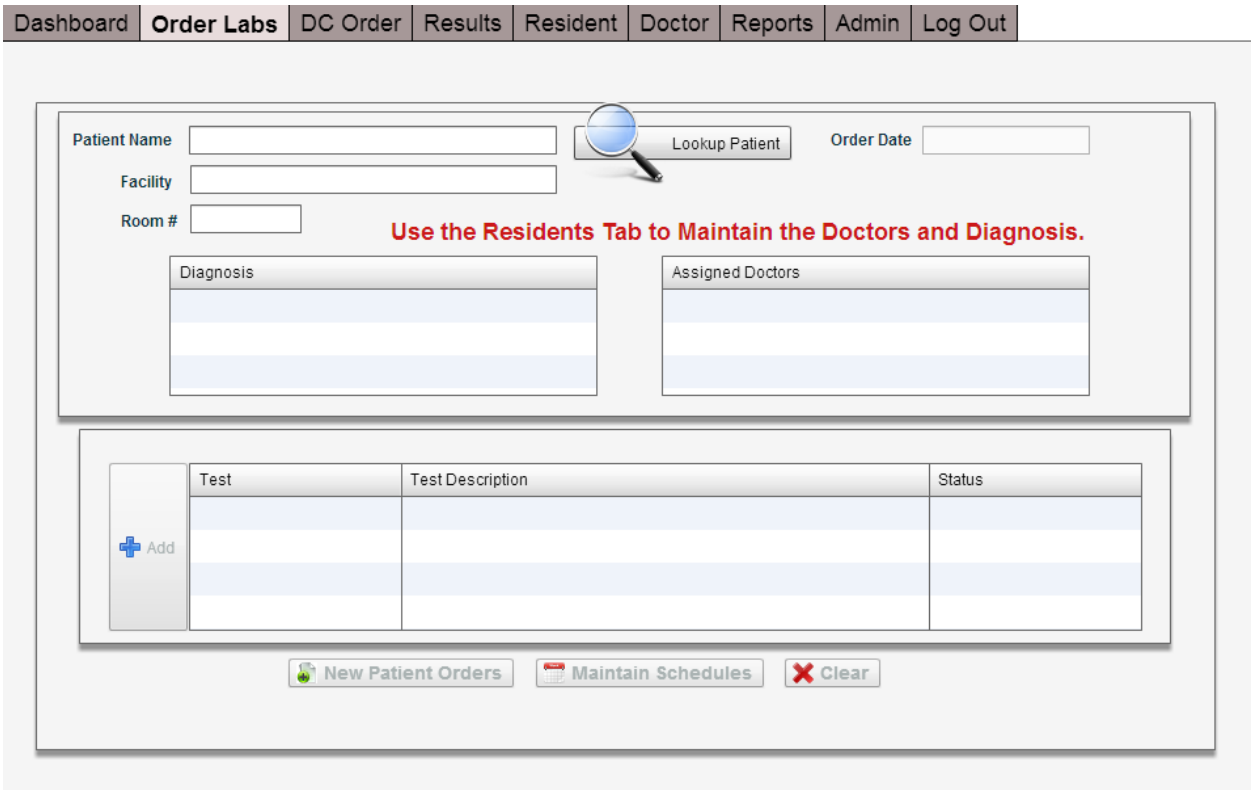
button. From here, you can also edit a scheduled test or delete a scheduled test.
11. If there is a patient who has diseased, click on the

button to mark the patient as diseased on the system.

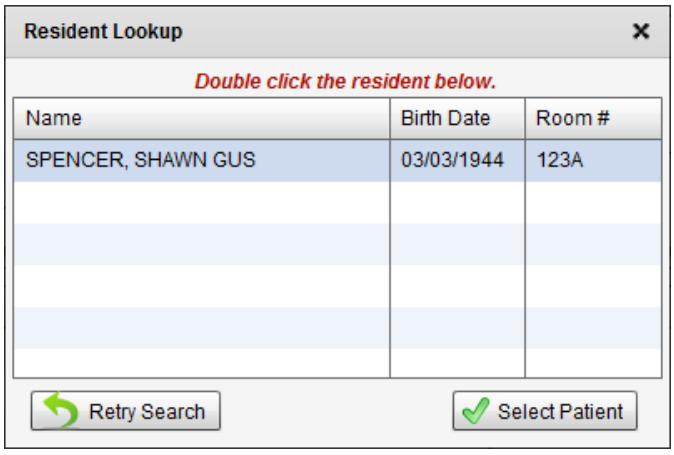
Order Labs

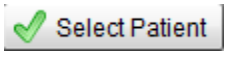
Order Tests for Patients

1. Ordering Routine Labs



1. The "Order Labs" tab is where you will be ordering new next day tests for your patients or schedule future tests.
2. The first step is to search for your patient either by Last Name, First Name, and Date of Birth or simply press search and scroll down through all the patients.

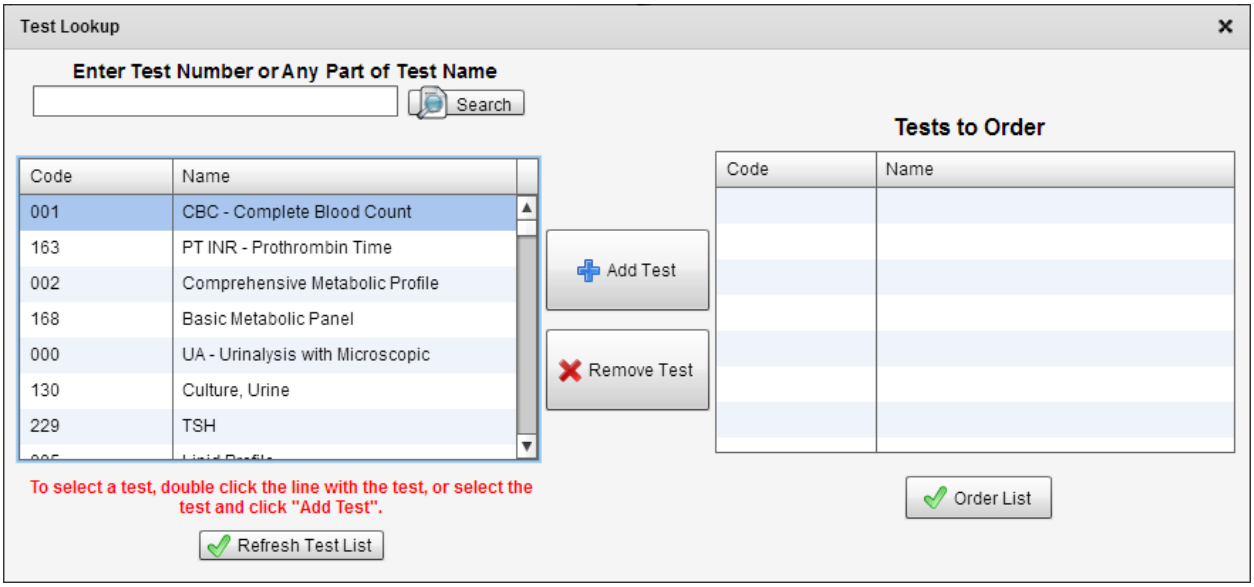


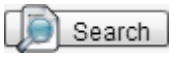
3. Double click on the resident you want and press the 

button.
4. After you have found your patient, make sure all the information for the patient is correct.

5. Now, press the

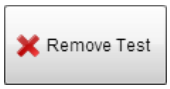
button to add a new test for this patient. You will see this popup box.



6. To add a test, type any part of the test's name and press 

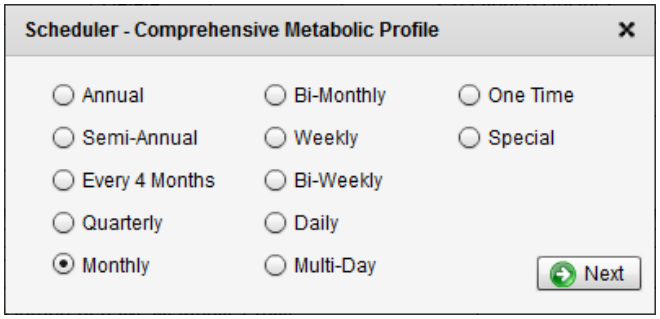
or scroll down through all the tests. After selecting the test, you can either double click on it to add it to the Tests to Order list at the right, or you can click on the

button. After you add all the test you want to order, you can click on the

button to continue adding different frequencies to the tests.
7. You can also use the 

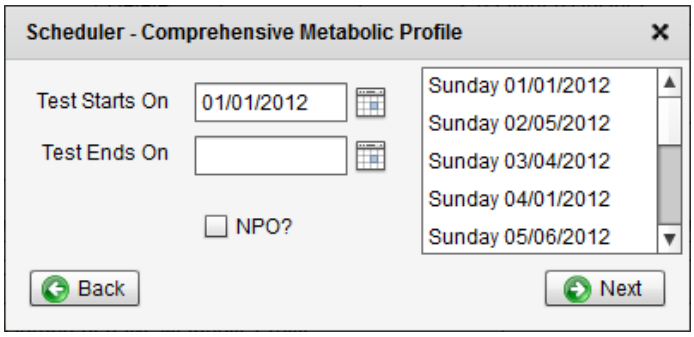
button to remove a test you don't want and the

button to refresh the list.

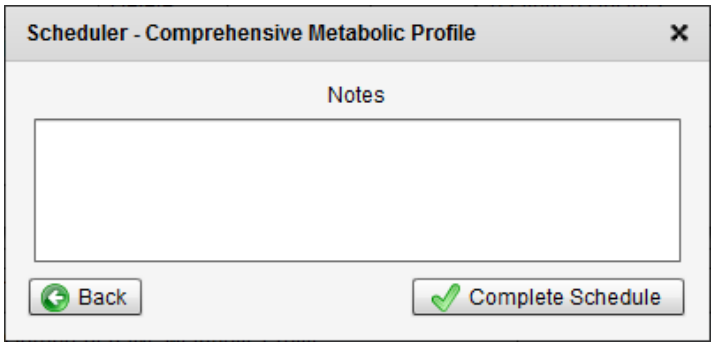


8. Now, choose how often you want the test to be done. In this case, it will be a monthly test. After selecting one option, click

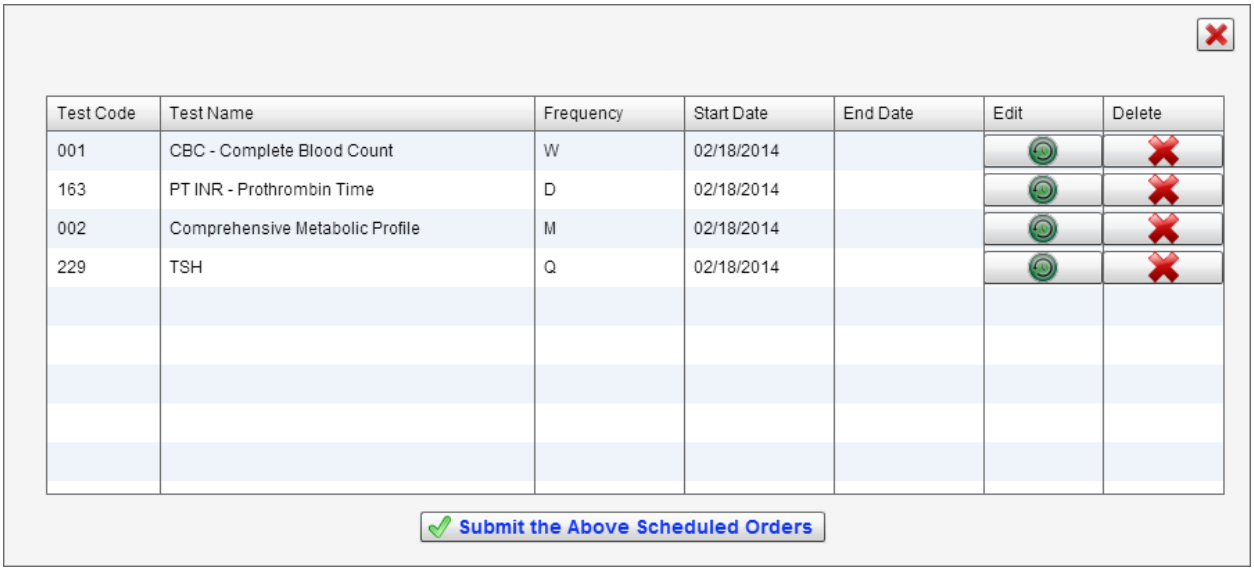
.



9. In this example, I will start the test on New Year 01/01/2012 with no ending date. You can also check the ☐ NPO? box if you want the patient to be fasting. As you can see at the right, you can scroll down and see all the scheduled dates for this test. It will only show the first year of testing but rest assures that the system know it is ordered until stopped.
10. After selecting the date(s), click Next to continue.

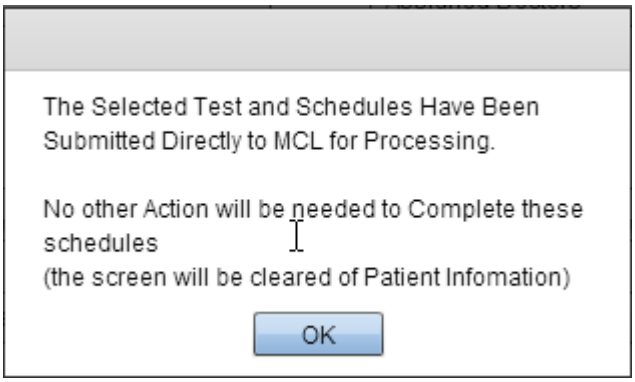


11. Finally, you can add notes for the Phlebs to know special details about this order.



12. You should now see the ordered test like you see it above. Before submitting the order, you can press to edit the ordered test or press to delete the ordered test.
13. If you want to add more tests to the order, press the button Add and follow the same instructions as the example above.

14. After you finish adding test, press the Submit the Above Scheduled Orders button to finish the order.
15. You will now see a confirmation message that your order has been submitted to MCL.

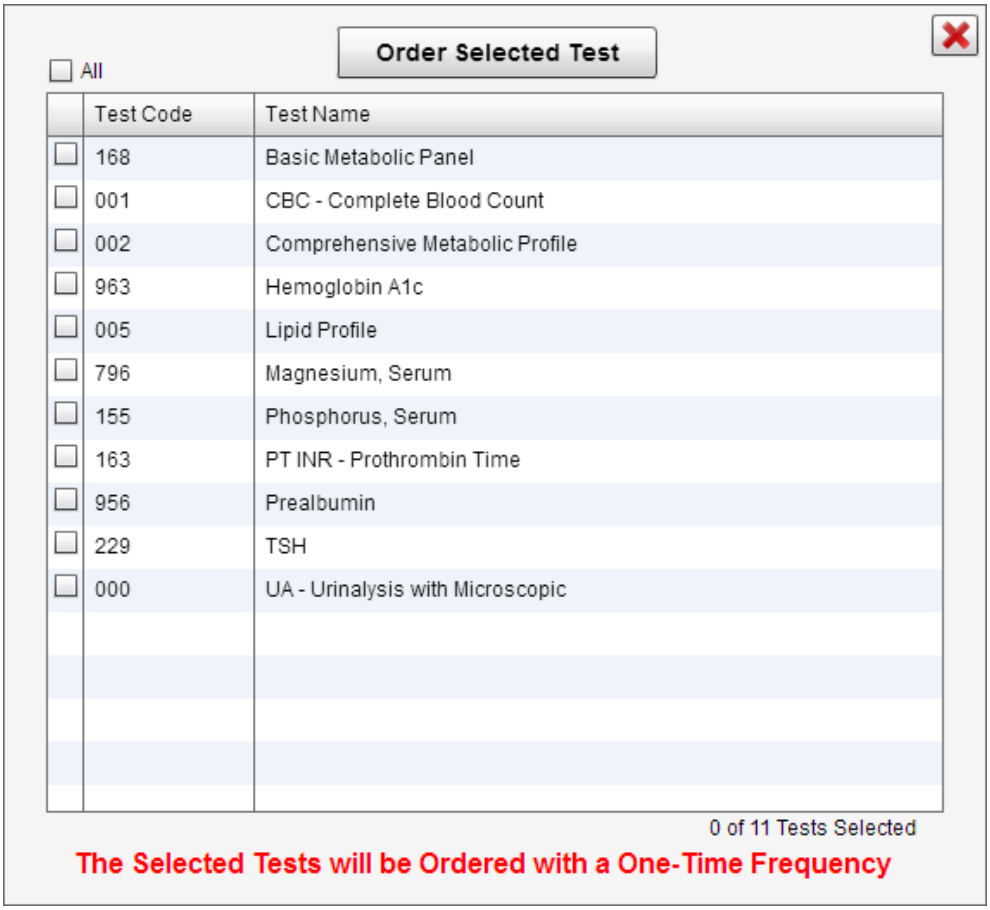

The Selected Test and Schedules Have Been Submitted Directly to MCL for Processing.
No other Action will be needed to Complete these schedules
(the screen will be cleared of Patient Infomation)
OK

Click OK to close this popup window.

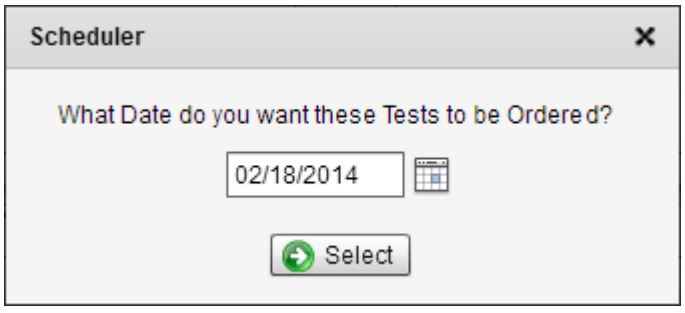
16. As in the Resident's tab, if you wish to see all of the patient's schedules, click on the Maintain Schedules button. From here, you can also edit a scheduled test or delete a scheduled test.

2. New Patient Orders

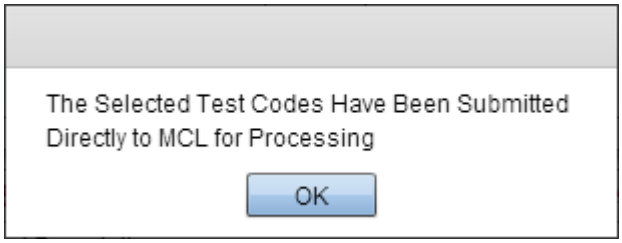
1. There is a very quick option to order first time test for new patients. If you click on the New Patient Orders button, you will see a popup screen just like below.



2. Here you can click on the check marks to select the test you want to run for that first time patient. You can always click on the All check mark to select all the test.
3. This list is customized for our clients. Talk to your ADON and to Med Center Labs to have this list customized to your needs.
4. After selecting all the test you want to order, click on the Order Selected Test button. Now you can select a date when these test should be done. Every one of this test will be scheduled as a one-time test.



5. After picking a date, click on the Select button.



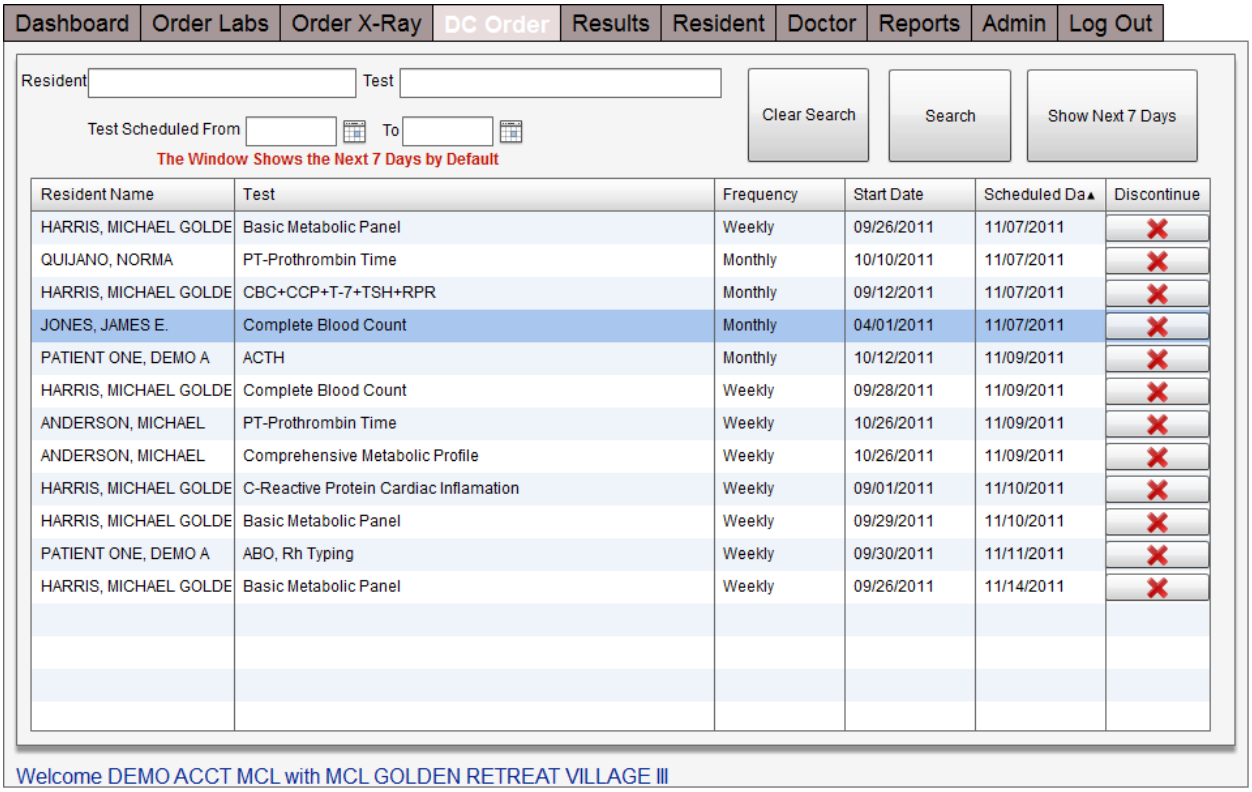
6. Your order has been submitted. Click the OK button to finish.

NOTE:

Please make sure you call in any STATS you have, DO NOT ONLINE ORDER STATS.

DC Order

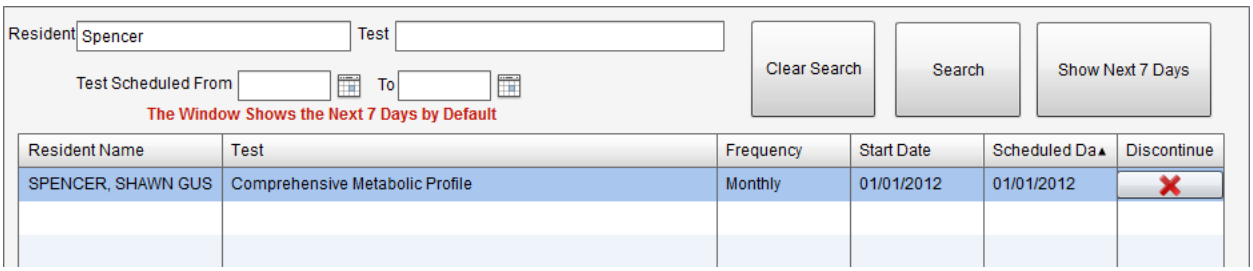
How to Stop Scheduled Tests


Dashboard
Order Labs
Order X-Ray
DC Order
Results
Resident
Doctor
Reports
Admin
Log Out
Resident
Test
Test Scheduled From
To
The Window Shows the Next 7 Days by Default
Clear Search
Search
Show Next 7 Days
Resident Name
Test
Frequency
Start Date
Scheduled Da
Discontinue
HARRIS, MICHAEL GOLDE Basic Metabolic Panel Weekly 09/26/2011 11/07/2011
QUIJANO, NORMA PT-Prothrombin Time Monthly 10/10/2011 11/07/2011
HARRIS, MICHAEL GOLDE CBC+CCP+T-7+TSH+RPR Monthly 09/12/2011 11/07/2011
JONES, JAMES E. Complete Blood Count Monthly 04/01/2011 11/07/2011
PATIENT ONE, DEMO A ACTH Monthly 10/12/2011 11/09/2011
HARRIS, MICHAEL GOLDE Complete Blood Count Weekly 09/28/2011 11/09/2011
ANDERSON, MICHAEL PT-Prothrombin Time Weekly 10/26/2011 11/09/2011
ANDERSON, MICHAEL Comprehensive Metabolic Profile Weekly 10/26/2011 11/09/2011
HARRIS, MICHAEL GOLDE C-Reactive Protein Cardiac Inflamation Weekly 09/01/2011 11/10/2011
HARRIS, MICHAEL GOLDE Basic Metabolic Panel Weekly 09/29/2011 11/10/2011
PATIENT ONE, DEMO A ABO, Rh Typing Weekly 09/30/2011 11/11/2011
HARRIS, MICHAEL GOLDE Basic Metabolic Panel Weekly 09/26/2011 11/14/2011
Welcome DEMO ACCT MCL with MCL GOLDEN RETREAT VILLAGE III

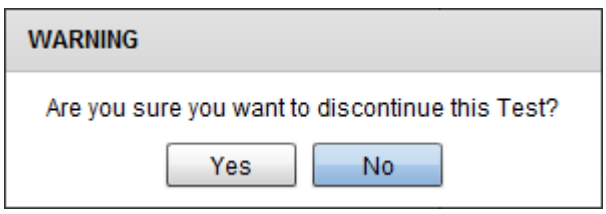
The "DC Order" tab will automatically show the next 7 days of scheduled tests.

If you want to see the next 7 days of scheduled test, press Show Next 7 Days.

To search for a specific patient, test, or date ranges, you can fill the corresponding blanks and press the Search button. Example: I will search for patient by the last name of "Spencer".

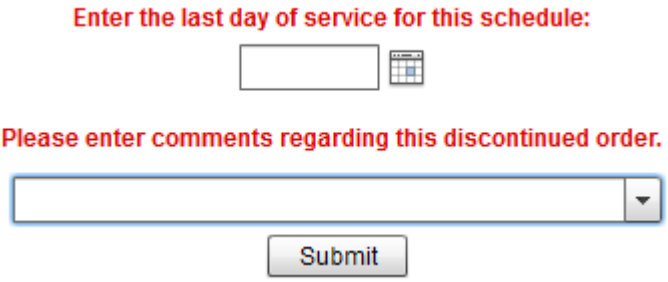


Here you can see a CMP ordered for patient Spencer, Shawn Gus. If you want to D/C this order, just click on ✖. You will the see the message.



Press the Yes button.

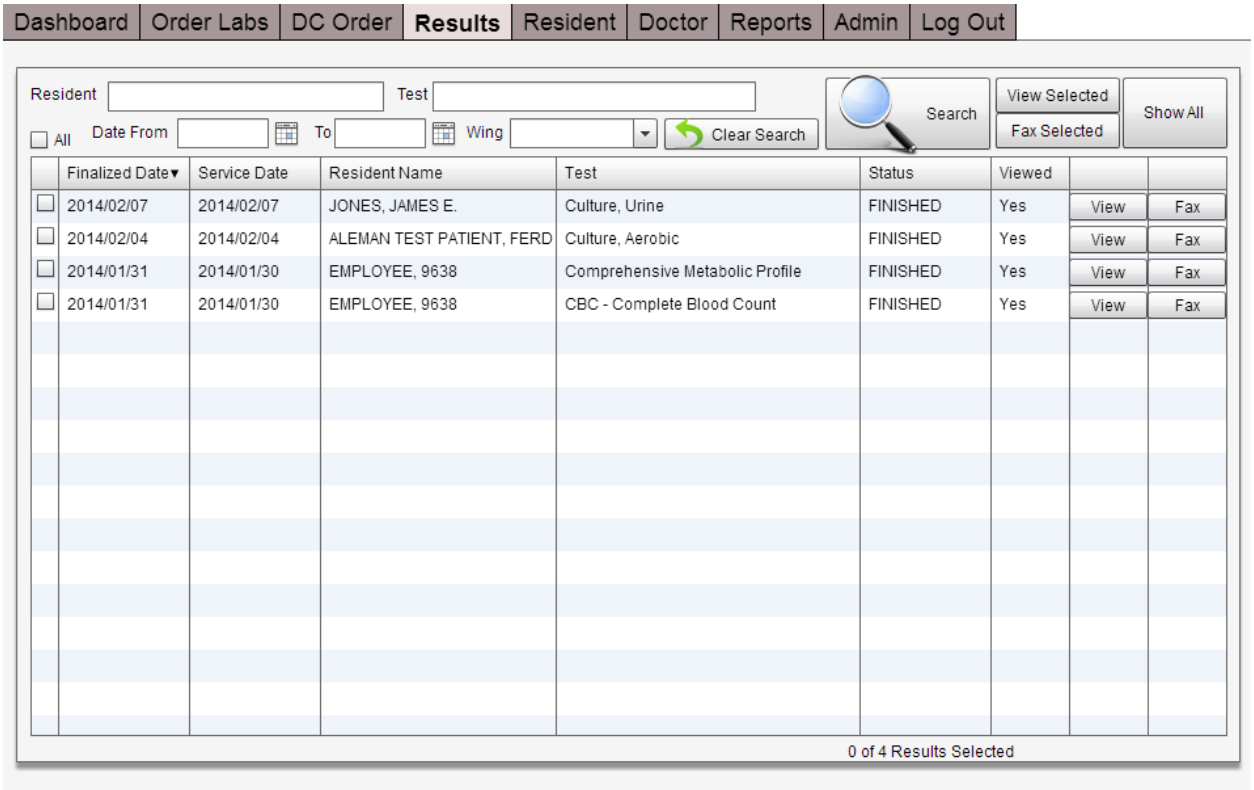
Next, it will ask you to enter the last day you want this test to be drawn. Enter the date and click on the dropdown box to add a comment on the reason why you are discontinuing this test.



To make a new search, click on Clear Search and search again.

Results

Patient's Test Results



The "Results" tab is where you can see all your test results.

As soon as you log in, the list that you would see on the "Results" tab is the most current finished test with the latest approved test at the top.

To search for a specific patient, test, or date ranges, you can fill the corresponding blanks and press the Search button.

To view/fax 1 result, click on the View or the Fax button.

To view/fax more than one result at a time, you can click on the check box ☐ to select the test result and then click on View Selected to view all those results. You can also Fax multiple results by clicking on the Fax Selected button.

To print any result, you just have to go to the print option on Adobe Reader.

To select all the results showing on your search, click on the ☐ All check box.

To start a new search click on Clear Search and then you can start all over.

To show everything, press the Show All button.

Results: This is an example of how our results look like.

MCL
MED CENTER LABS

800-661-4490
2525 West Bellfort, Suite 197
Houston, Texas 77054-5099

CLIA Number: 45D1052675

Patient: SHAWN SPENCER
Sex: M
DOB: 03/03/1944
Patient #: 237937
Room #: 123A
Wing:
Doctor: NEETA G. NAYAK

Facility: MCL GOLDEN RETREAT VILLAGE III
Phone: 702.386.5397
Fax: 713.838.9540

MCL Client #: 5000

Report Date: 11/21/2011

Member THCA Texas Health Care Association

*** REPORT CONTAINS PANIC VALUE ***

Comprehensive Metabolic Profile

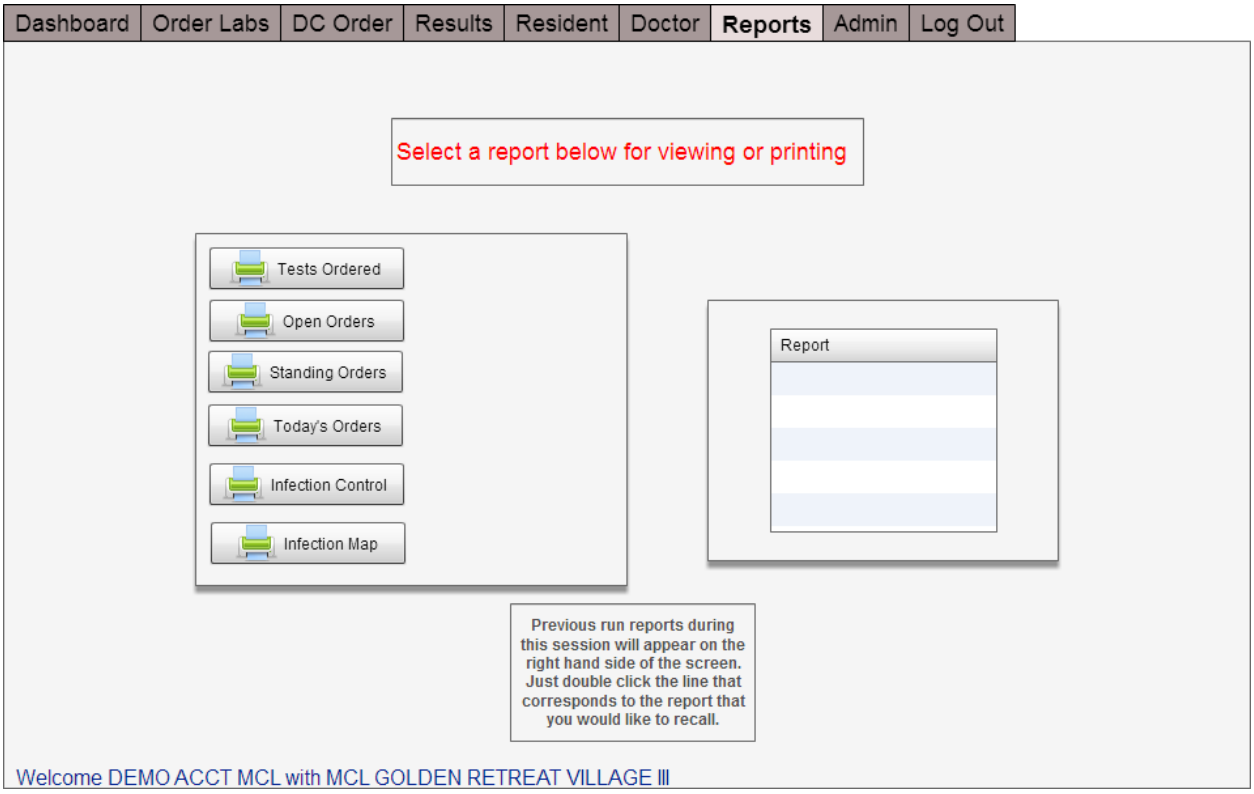
Collected: 11/21/2011 05:50 AM
Resulted: 11/21/2011 10:25 AM

PARAMETER	RESULT	UNIT	REF. RANGE	PREVIOUS RESULTS 11-06-11 06:50AM	PREVIOUS RESULTS 11-03-11 02:49PM
Chemistry Profile:					
Sodium	133 L	mMol/L	(135-148)	136	137
Potassium	3.0 L	mMol/L	(3.5-5.5)	3.4	3.2
PANIC VALUE called critical to Jane Doe - LVN 11/21/11 at 10.23 am FA					
Chloride	104	mMol/L	(98-107)	106	104
Carbon Dioxide	27.5	mMol/L	(21-31)	26.7	26.4
Glucose	81	mg/dl	(70-110)	71	91
Urea Nitrogen	9	mg/dl	(5-25)	5	3
Creatinine	1.1	mg/dl	(0.6-1.5)	1.1	1.2
Calcium	8.0 L	mg/dl	(8.2-10)	8.7	8.3
Total Bilirubin	0.4	mg/dl	(0.3-1.0)	0.7	0.6
Total Protein	5.0 L	g/dl	(6.4-8.9)	5.4	5.7
Albumin	1.5 L	gm/dl	(3.5-5.7)	1.9	2.0
Alkaline Phos	90	U/L	(34-104)	86	89
SGOT	8 L	U/L	(13-39)	11	13
SGPT	4 L	U/L	(7-52)	8	8
Calculations:					
Anion Gap	5		(0-9)	7	10
BUN-Creat Ratio	8 L		(9-30)	5	3
A-G Ratio	0.4 L		(1.2-2.2)	0.5	0.5
Osmolarity	264		(258-280)	267	269

a. Lab information – information from the lab where your results are processed.
b. Patient Information – information from the patient in your residence.
c. Warning – red letters warning to call your attention on critical values.
d. Gold – every panic value is highlighted in gold.
e. Previous Results – the history of past test is displayed to the right (last 2 tests).

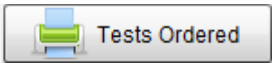
Reports

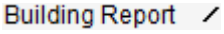
List of all the Reports



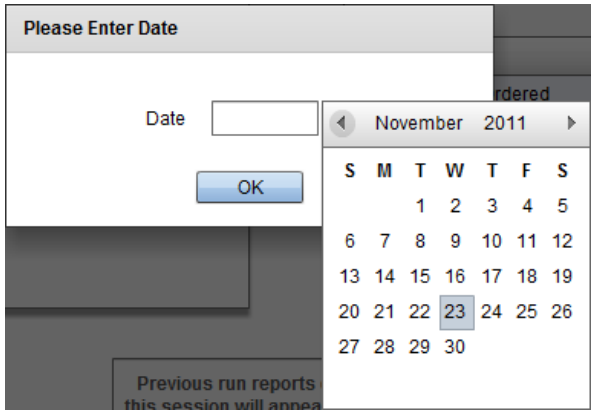
The "Reports" tab is where you print reports which will help you have a wider view of what is ordered or pending.

1. Test Ordered

a. If you press the 

button, you will get a "Please enter Date" popup.


Means that the application is searching for your report information.

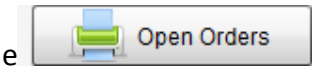


b. Select the date on which you want to run the "Test Ordered" report. This is what you'll see.

Ordered Tests Report For Dates Between 11/22/2011 and 11/22/2011
Your Nursing Home - ALL STATIONS

Resident	DOB	Room #	Test	Start Date	Stop Date	Frequency	Days
Date Ordered: 11/22/2011							
Patient 1	11/03/1918	117A	Complete Blood Count	12/12/2011		Semi-Annual	MO
Ordered By: dmarshall Comments:							
Patient 2	03/20/1912	302A	BNP, Brain Natriuretic Peptide	11/25/2011		O	FR
Ordered By: sdavis Comments:							
Patient 3	02/23/1918	616B	Basic Metabolic Panel	11/23/2011		O	WE
Ordered By: qperry Comments:							
Patient 4	10/30/1913	217B	PT-Prothrombin Time	11/28/2011	07/28/2014	Weekly	MO
Ordered By: smannel Comments:							

2. Open Orders

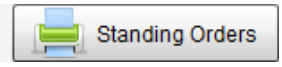
By pressing the 

button, you will open the "Open Orders" report. This is what you'll see.

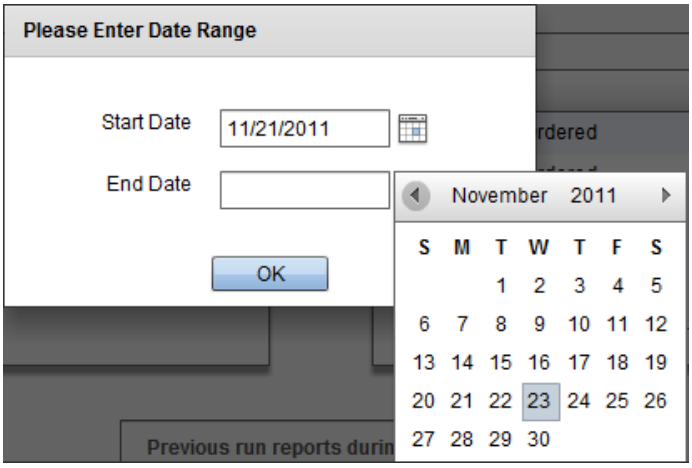
OPEN ORDERS FOR:
YOUR NURNSING HOME - ALL STATIONS

ID	NAME	DATE	PENDING TESTS
238162	PATIENT 1	11/23/2011	PT-Prothrombin Time
236252	PATIENT 2	11/23/2011	Complete Blood Count
230915	PATIENT 3	11/23/2011	Comprehensive Metabolic Profile
240612	PATIENT 4	11/23/2011	PSA, Free and Total
232656	PATIENT 5	11/22/2011	RBC Folate
232961	PATIENT 6	11/21/2011	Urinalysis with Microscopic
230914	PATIENT 7	11/21/2011	Lipoprotein Electrophoresis

3. Standing Orders

a. The 

button will prompt you to select a date range.


Please Enter Date Range
Start Date
11/21/2011
End Date
OK
November 2011
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30
Previous run reports durin

b. After selecting a date, you will see the "Scheduled Test Report", which looks very similar to the "Test Ordered Report". This is what you'll see.

Scheduled Tests Report For Dates Between 11/21/2011 and 11/23/2011
Your Nursing Home - ALL STATIONS

Resident	Test	Frequency	Start Date	Scheduled Date
PATIENT 1	PT-Prothrombin Time	Weekly	11/14/2011	11/21/2011
PATIENT 1	PT-Prothrombin Time	One-Time	11/23/2011	11/23/2011
PATIENT 2	PT-Prothrombin Time	One-Time	11/23/2011	11/23/2011
PATIENT 3	PT-Prothrombin Time	Daily	11/18/2011	11/21/2011
PATIENT 3	PT-Prothrombin Time	Daily	11/18/2011	11/22/2011
PATIENT 3	PT-Prothrombin Time	Daily	11/18/2011	11/23/2011
PATIENT 4	Complete Blood Count	Weekly	11/22/2011	11/22/2011
PATIENT 4	PT-Prothrombin Time	Weekly	11/22/2011	11/22/2011
PATIENT 4	Basic Metabolic Panel	Weekly	11/22/2011	11/22/2011
PATIENT 4	PTT-Thromboplastin Time	Weekly	11/22/2011	11/22/2011

4. Today's Orders

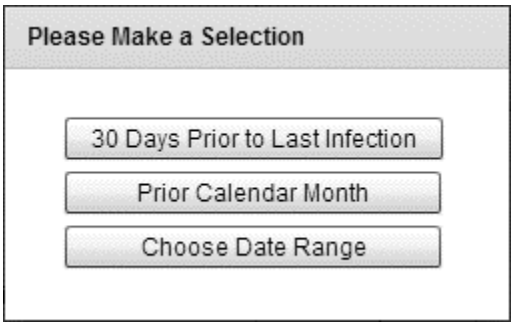
The

button will pull the same report as the Standing Orders but with today's date. This report is usually used by our Phlebs before the morning route.

5. Infection Control

a. Pressing the

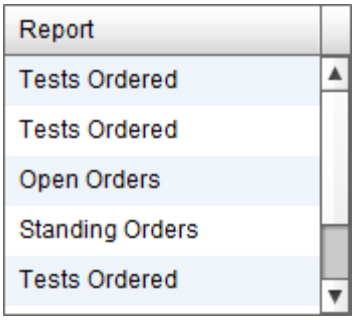
button will generate a report listing every patient in your facility that has a history of infection. This option will prompt you for a date range. You can pick 1 of the 3 following options.



30 Days Prior to Last infection – It will do 30 days before the last time one of your patients had an infection.
Prior Calendar Month – Last Full Month. Example: The Month of November if today is December.
Choose Date Range – It will ask you for a date range.

This report will be in a table form.

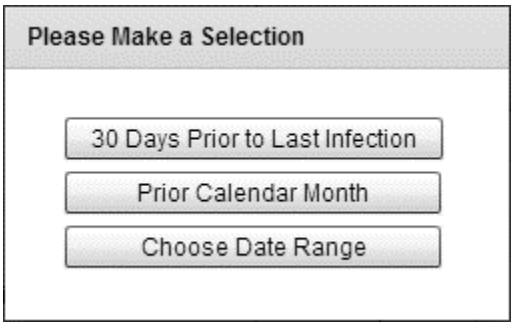
b. Previous run reports during this session will appear on the right hand side of the screen. Just double click the line that corresponds to the report that you would like to recall.



6. Infection Map

a. The

button will generate a report listing every patient in your facility that has a history of infection just like the Infection Control button but it will also display a color-coded MAP of the facility where you have infections. This option will prompt you for a date range. You can pick 1 of the 3 following options.



30 Days Prior to Last infection – It will do 30 days before the last time one of your patients had an infection.
Prior Calendar Month – Last Full Month. Example: The Month of November if today is December.
Choose Date Range – It will ask you for a date range.
This report will look similar to the image below.

For Dates between 01 NOV 2013 and 30 NOV 2013

100 Hall

102B	104B		107B	109B	111B	113B	115B	117B	119B	121B	123B
102A	104A		107A	109A	111A	113A	115A	117A	119A	121A	123A

101A	103A	105A	106A	108A	110A	112A	114A	116A	118A	120A	122A
101B	103B	105B	106B	108B	110B	112B	114B	116B	118B	120B	122B

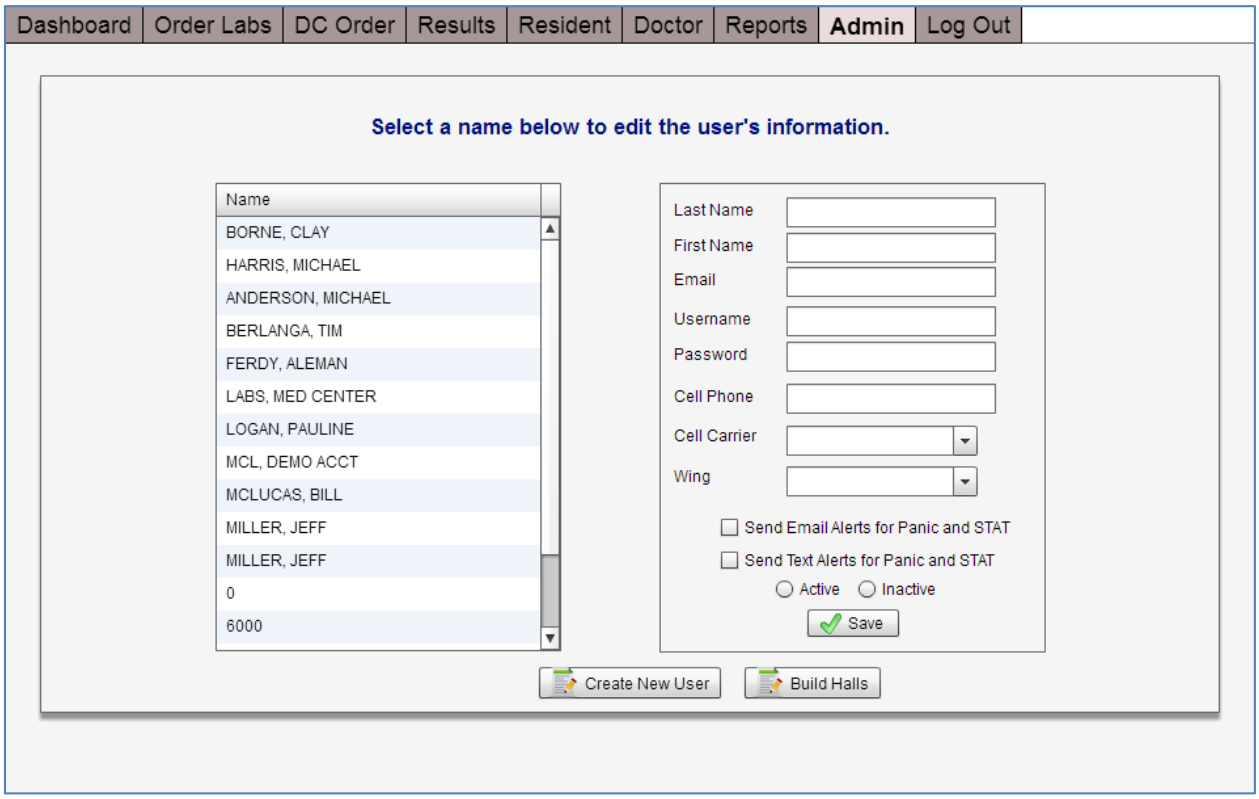
104A	STAPHYLOCOCCUS AUREUS	CAIN, VALLI	11/04/2013
104A	KLEBSIELLA PNEUMONIAE	CAIN, VALLI	11/22/2013
109B	PROTEUS MIRABILIS	MONTGOMERY, NEKENITH	11/18/2013
118A	ESCHERICHIA COLI	PRIETO, ISIDRO	11/15/2013
123B	KLEBSIELLA PNEUMONIAE	YOUNG, MARY	11/07/2013

b. Previous run reports during this session will appear on the right hand side of the screen. Just double click the line that corresponds to the report that you would like to recall.

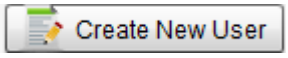
Admin

Manage Users

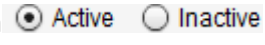
1. New Users



The "Admin" tab is where your administrator will add and edit users to the system.

1. To add a new user, press the 

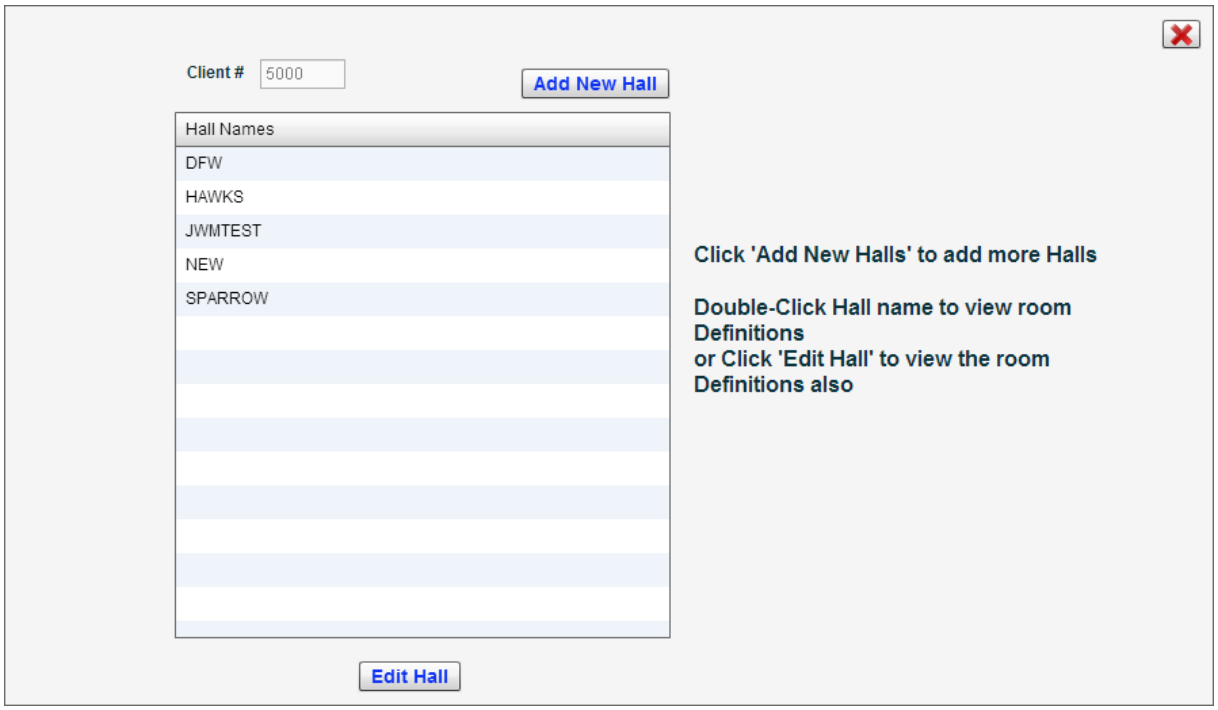
button on the bottom of the screen and the cursor will automatically move to the first blank (Last Name). Complete all the blanks on the screen and when you are finished, press the

button.
2. To the left of the screen, you can pick any current user and change any field at the right. You can also click on 

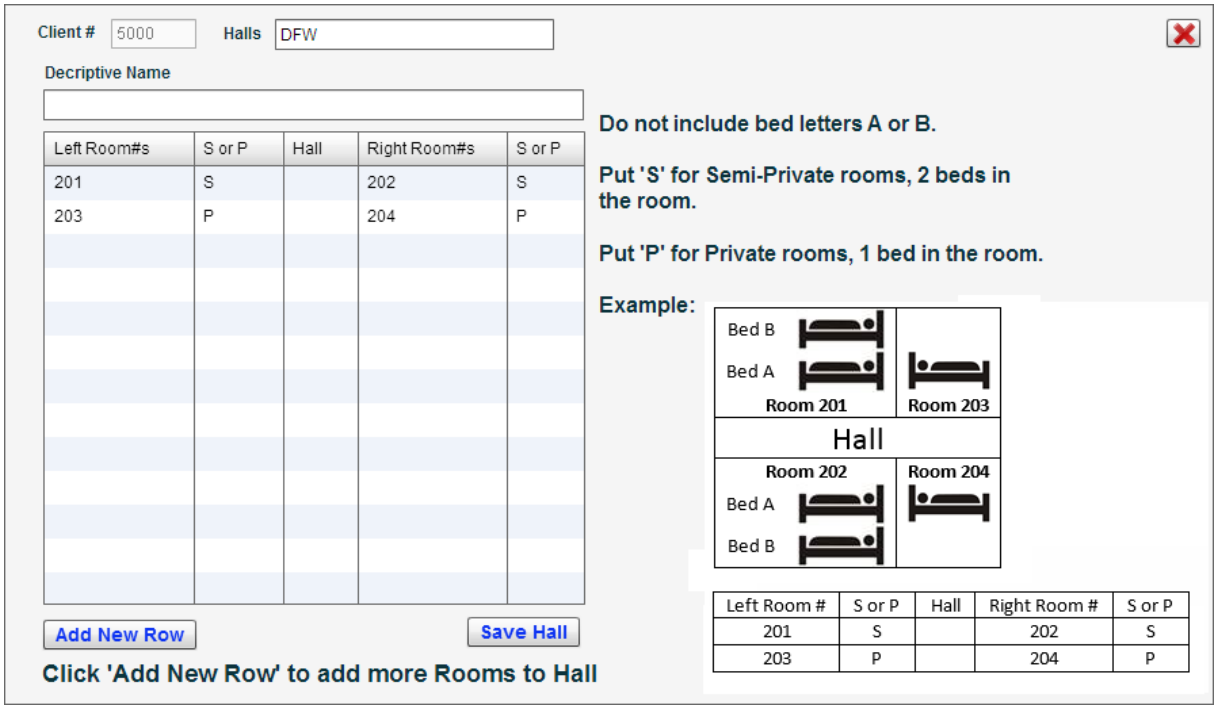
to activate or inactivate their account. (You will not be able to delete users, just make them inactive)

2. Build Infection Control Map

a. You can build the halls for the Infection Control Map when you click on the Build Halls button. You will see a screen like the bottom image.



b. You can add a new Hall by clicking on the Add New Hall button. To edit a hall way, click on the hall way and then click on the Edit Hall button.



c. Click on the Add New Row button to add a new row. Click on the Save Hall button to save the hall way.